



Request for Proposal (RfP)

“The Future Is Public Transport - Jakarta Campaign”

C40 Climate Leadership Group, Inc.

April 2022

1 Background

1.1 About C40

The C40 Cities Climate Leadership Group connects nearly 100 of the world's greatest cities, representing 650+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens.

The current chair of the C40 is Mayor of London Sadiq Khan; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40 is governed by a Steering Committee made up of C40 member city mayors, elected by their peers to represent the geographic diversity of the network. C40's work is made possible by three strategic funders: Bloomberg Philanthropies, Children's Investment Fund Foundation (CIFF), and Realdania.

C40 positions cities as a leading force for climate action around the world. Working across multiple sectors and initiative areas, C40 convenes networks of cities providing a suite of services in support of their efforts, including direct technical assistance; facilitating peer-to-peer exchange; and research, knowledge management and communications.

As a climate organisation of the world's greatest cities, C40 supports its members to move on to a low carbon development pathway, adapt to climate change, curb GHG emissions, and engage in partnerships among themselves and with global organisations, national governments, the private sector and civil society.

1.2 C40 Campaigns:

The Campaigns team at C40 Cities work to increase the power of mayors to deliver and influence climate action through building powerful campaigns, alliances, and shifting public opinion. This features a global to local approach, where we offer blueprint cities dedicated local support to win locally, secure political commitments at the national/ regional level

and to then showcase globally to inspire further action.

2 Summary and background of the project

In 2021 [C40 Cities](#) launched with [ITF](#) - The International Transport Workers Federation - [The Future Is Public Transport](#), a campaign to support the improvement, expansion and electrification of public transport.

The pandemic has left the viability of some public transport systems in question due to reduced ridership and cuts to city budgets. The campaign was designed with ITF to demonstrate support for public transport as an essential service that underpins climate action and creates jobs and to assist mayors in securing additional support for mass transit and sustainable transport from targeted national and regional governments.

In 2021 the campaign saw two pivotal phases, the first one focused on influencing stimulus decisions in target geos, the second focused on setting a global vision on the future of urban public transport ahead of COP26, to set a framework for local policy and action.

Phase one of the campaign had a heavy focus on influencing stimulus decisions to protect mass transit during its darkest hour, targeting specific geos such as the US, South Africa and Italy. Transport workers, unions and [mayors](#) from leading global cities [joined forces](#) to demand that governments make an urgent injection of stimulus funding into public transport services and infrastructure to drive economic stimulus. Research published revealed public transport stimulus funds to protect and expand jobs in cities is vital for a green and just COVID-19 recovery. [The research](#) highlighted **public transport's role during the pandemic, proving** that proper investment in public transport would create **4.6 million additional jobs in the next decade** and cut emissions from the transport sector by more than 50% across C40 cities.

Phase 2 of the campaign had been more future-looking and set a global vision to improve, expand and electrify mass transit in cities within the next decade. 15 mayors from all continents (Auckland, [Austin](#), [Barcelona](#), [Bogotá](#), Istanbul, Lagos, London, [Jakarta](#), [Milan](#), Rio, San Francisco, Seoul, Stockholm, Tel Aviv, [Vancouver](#)) co-created [a global coalition statement](#)

ahead of COP26 with unions and CSOs and called on national governments to collectively double public transport journeys in cities by 2030 and advance a just transition to zero-emissions public transport. The Governor of Jakarta became the leading voice of the coalition.

Modelling in 5 C40 cities proved that investing in public transport at the level needed to limit global warming to 1.5°C would create **over 650,000 jobs in those cities alone** and another 650,000 globally. Furthermore, opinion polling in 5 cities showed high levels of support for public transport amongst residents, with **more than ¾ supporting national governments in prioritising public transport investment in COVID-19 recovery packages**.

In 2021 the campaign saw **widespread media coverage** during the year, including articles in [Reuters](#), [The New York Times](#), [Evening Standard](#), [EFE](#), [Bloomberg](#), [Fast Company](#), [SA 24 News](#) and others, covering the need for recovery funding to **protect and expand public transport** and showcasing climate actions by cities and partners.

So far, the campaign has been backed by **strategic partners** such as the International Association of Public Transport ([UITP](#)), who represent 1800 companies, as well as the International Trade Union Confederation ([ITUC](#)), Public Services International ([PSI](#)), [Greenpeace](#), United Cities and Local Governments ([UCLG](#)), [WIEGO](#): Women In Informal Employment, 350.org and the Institute for Transportation and Development Policy ([ITDP](#)).

3. Project purpose and description

The ongoing pandemic continues to impact public transport in 2022 on two main fronts: the financing problems due to reduced revenue and the lack of public confidence in public transport vs private vehicles. The Ukraine-Russia war is also worsening gas and oil price volatility, stimulating inflation and a cost of living crisis.

The need to collectively double public transport journeys in cities by 2030 and advance a just transition to zero-emissions public transport in order to stay on the 1.5 track remains at the forefront of the campaign. There is an opportunity to cement public transport as a key part of green and just recovery through Indonesia G20 and Jakarta's leadership of U20.

Furthermore, there is a need to work on public opinion to make public transport popular as an economic, social, health and climate solution and a good alternative to private vehicles; and to bring public transport more into the climate movement agenda as a key game-changing factor.

In 2022 C40 Cities, ITF and the coalition's partners will:

- develop a targeted campaign in Jakarta to support city climate action and just transition at the local level
- leverage Jakarta's leadership of U20 and Indonesia's G20 Presidency to influence countries on supporting and resourcing public transport as a climate and equity solution
- develop sustainable funding principles to support cities facing budget challenges on public transport
- showcase successful sustainable transport climate action at global level, inspiring others.

C40 is keen to hire a Policy Advisor and a Local Campaigns Manager to support this project in Indonesia. We welcome individual applications for either role as well as joint applications from teams who can successfully meet both elements of the brief.

Policy Advisor

C40 is looking for a Policy Advisor with expertise on urban policy and advocacy on climate action, public transport and just transition in Indonesia and South East Asia, that will support the development of the campaign between June and December 2022 under the guidance of the C40 Campaigns, Transport and Regions teams and the City of Jakarta. The advisor will work with C40 colleagues and relevant city officials to provide analysis, strategy and outputs that will support the team to develop the campaign goals.

The **responsibilities** include:

- Lead the preparation of one or two city-led advocacy events on public transport featuring G20 Ministers between August and October 2022

- Support the creation of advocacy asks from The Future Is Public Transport coalition to the Indonesian government and other G20 relevant stakeholders
- Support the preparation of meetings between the City of Jakarta and other government institutions, such as the Indonesian government, and other relevant stakeholders
- Support the engagement of other cities in the context of the U20, in particular other cities from the South East Asia region
- Support UCLG and C40 in preparation for the U20 Summit (August 2022) and its side activities, facilitating the organization of meetings and overseeing the dissemination of the campaign key messages
- Prepare briefings related to the campaign in preparation of the Indonesia G20 meetings (November 2022)
- Work closely with C40's Campaigns, Transport, Diplomacy and Regions Team to support mayoral advocacy and national engagement.

Person specification:

- Experience in identifying successful policy opportunities and delivering change, with particular attention to the transport sector
- Proven understanding and direct experience of the Indonesian policy landscape in relation of climate policies: challenges, opportunities, funding mechanisms, stakeholders, implementation
- Experience in internal and external stakeholder management, policy strategy and campaigns' development
- Knowledge in socio-economics (in particular around public transport, sustainable mobility, accessibility, informal work, energy)
- Experience with or understanding of the challenges of delivering inclusive climate action, planning, policy and implementation across the Indonesian urban context, and in particular Jakarta's
- Effective communicator and collaborator who is able to manage time, work strategically, prioritize activities and accomplish tasks with minimal oversight
- Problem-solving and strategic thinking capabilities, attention to detail and a delivery-oriented approach
- Passionate about the mission of C40, ITF and with a strong interest in helping cities overcome their sustainability, inclusion & equity

challenges, particularly through delivering inclusive and socially just and transformative climate action

- The consultant will have to be fluent in English and Bahasa Indonesia.

Desirable:

- Previous professional experience working on the G20 ecosystem

Local Campaigns Manager

C40 is looking to hire an expert campaigns consultant who will work with the C40 and the City of Jakarta to facilitate the campaign development at local level and build support around it.

The **responsibilities** include:

- Engage civil society organizations active in Jakarta and Indonesia to support the campaign main activities between June and December 2022
- Support the organization of a conference and/or other events involving local civil society representatives and citizens before the Indonesia G20
- Support the liaison with local unions and other labor organizations
- Support the development of a citizen engagement campaign in Jakarta (between August and November 2022), bringing strategic advice and local perspectives to C40 team and creative partners
- Identify and support any grass roots advocacy opportunity around the campaign main activities
- Work closely with the C40's Campaigns, Transport, Regions and Diplomacy teams to integrate this work with the local activities and the global campaign and to support The Future Is Public Transport coalition.

Person specification:

- Proven experience in stakeholder mapping, coalition building and stakeholder management
- Proven experience in identifying and implementing successful campaign strategies and delivering tangible change

- Experience in communications
- Knowledge of current trends in digital communications including online campaigning and digital engagement
- Experience with or understanding of the challenges of delivering inclusive climate action, planning, policy and implementation across the Indonesian urban context
- Effective communicator and collaborator who is able to manage time, work strategically, prioritise activities and accomplish tasks with minimal oversight
- Problem-solving and strategic thinking capabilities, attention to detail and a delivery-oriented approach
- Passionate about the mission of C40, ITF and with a strong interest in helping cities overcome their sustainability, inclusion & equity challenges, particularly through delivering inclusive and socially just and transformative climate action
- The consultant will have to be fluent in English and Bahasa Indonesia.

Desirable:

- Previous professional or volunteer experience working on public transport, cycling, walking, energy efficiency

4 Deliverables

The following deliverables will be expected.

Policy advisor:

| | |
|----------------------------|---|
| Activity | Define and support the delivery of an advocacy strategy for the implementation of the campaign activities in Jakarta/Indonesia |
| Indicative timeline | <i>June 2022 – December 2022</i> |

| | |
|-----------------------------|--|
| Outcomes and outputs | <p>(1) Word document that presents the advocacy strategy and roadmap</p> <p>(2) Proven stakeholders engagement. At least 3 government stakeholders engaged</p> <p>(3) Word document on the advocacy asks for the Indonesia Government</p> <p>(4) Word document on the advocacy event/events</p> <p>(5) Successful execution of the planned advocacy event/events</p> <p>(6) Policy briefings as requested</p> <p>(7) Facilitation in meetings as requested</p> <p>(8) Weekly check-ins with the C40 team</p> <p><i>Written deliverables should be developed in English (and Bahasa Indonesia when requested). All deliverables should be shared with C40 Cities.</i></p> |
|-----------------------------|--|

Local Campaigns Manager:

| | |
|----------------------------|---|
| Activity | Design a campaign strategy and deliver campaign activities in Jakarta/Indonesia to build support |
| Indicative timeline | <i>July 2022 – December 2022</i> |

| | |
|-----------------------------|--|
| Outcomes and outputs | <p>(1) Campaign strategy Word document that clearly presents:</p> <ul style="list-style-type: none"> - Audience mapping - Landscape analysis - Campaign direction <p>(2) Coalition building through engagement of key regional and local partners and stakeholders and regular information sharing meetings</p> <p>(3) At least 3 meetings or events with identified local unions and/or civil society organizations</p> <p>(4) Delivery of campaign tactics with the support of C40 and ITF staff</p> <p>(5) Successful implementation of citizen engagement activities in Jakarta/Indonesia</p> <p>(6) Word document with a strategic analysis on the opportunities for digital campaigning in Indonesia/Jakarta to support the campaign objectives</p> <p>(7) Support to in person campaign activities on the ground in Jakarta/Indonesia</p> <p>(8) Facilitation in meetings as requested</p> <p>(9) Weekly check-ins with the C40 team</p> <p><i>Written deliverables should be developed in English (and Bahasa Indonesia when requested). All deliverables should be shared with C40 Cities.</i></p> |
|-----------------------------|--|

4 Budget

40,000 USD - Policy Advisor

40,000 USD - Local Campaigns Manager

80,000 USD - For a team that covers both roles

Teams could apply to one part of the RfP or both - a team that can cover both the political and the campaigns part would be preferable.

Costs should be stated as one-time or recurring costs. Note that all costs should be included (taxes, etc.), as the budget above represents the total amount available. C40 does not pay contractors more frequently than once per month. All budgets are to be prepared in USD.

5 Project Specification

5.1 Programme Management

Campaigns, Transport and Regions teams from C40 Cities will oversee the project and be an active partner. The successful bidder will be expected to foster close and constructive working relations with the project manager. All interim deliverables and change requests will need to be approved by the project manager.

5.2 Language

Deliverables should be provided in English and Bahasa Indonesia when requested.

5.3 Documentation

All documentation should be provided in an editable and portable document format, compatible with computer software used by C40 and C40 cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with cities or other external partners should only feature C40's name and logo; successful bidders may not use their own name(s) or logo(s) except with prior written permission by C40. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

6 Proposal

6.1 Submission details

Submissions should include:

- **Which role you're responding to.**
- Overview of your expertise, experience and relevant work you have done in the field that show you would be well placed to deliver on the brief. Please use the person specification as a guide.
- Description of your proposed approach to the project, including examples of types of work that you anticipate being important to cover, and how you will manage successful implementation and communication with C40.
- Brief description of experience and capacity in the Indonesian context – we are looking for providers who are already familiar with the local context as well as the national political governance framework.
- Examples of previous relevant work, explaining the output and impact created, as concrete as possible. References from previous clients are welcome, with phone and email contact, as well as any links to websites where previous work can be seen.
- A cost breakdown, **inclusive of taxes** and estimated weekly hours allocated to the project.
- Confirmation of adherence to C40's terms and conditions. Bidders should review the C40 Service Providers Agreement (Appendix 1) and confirm acceptance of the agreement as part of the response to the RFP.
- Any additional deliverables and/ or information relevant to this tender.

Please note: Proposals should be written in English, saved in pdf format and should not exceed 10 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages.

Contract terms and conditions will be signed upon selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project.

If the organisation/individual submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must include any outsourced or contracted work. Any

proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

6.2 Time schedule

A tender in response to this request for proposal should be submitted no later than end of day **June, 24 2022** to Alessio Baù (abau@c40.org), Senior Campaigns Manager, and copy Naomi Baster (nbaster@c40.org) and Milag San-Jose Ballesteros (mballesteros@c40.org). Any proposals received after this date and time will not be accepted.

The tender evaluation will take place between **27 June - 30 June 2022**. If additional information or discussions are needed within this window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than **1 July 2022**. Notifications to bidders who were not selected will be completed by **4 July 2022**.

All final deliverables should be presented by the end of **December 2022**.

Draft project timeline:

| | |
|---------|--|
| June 15 | RFP sent out |
| June 24 | Submission deadline for proposals |
| June 28 | Selection of successful bidders deadline |
| June 30 | Inception meeting |
| July 4 | Consultancy Commences |
| Dec 23 | All deliverables completed |

Project management

The following project meetings are proposed between the service provider and C40: An inception meeting, and weekly meetings to allow for iteration

between C40 and the consultant team. These meetings will involve the C40 project leads and the consultants delivering both the Technical and the Campaigns roles. The service provider should allocate time to attend these meetings.

7.1 Evaluation

Submissions will be evaluated against the following criteria:

| Criteria | Weighting |
|--|------------------|
| Project delivery approach proposed, including project management approach - ability to deliver outputs to time and quality | 30% |
| Expertise and experience of the bidder across relevant topics and the specific Indonesian context. Including existing work and advocacy campaigns and channels that we can draw on for this work | 50% |
| Value for money | 20% |

8. Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this RFP are non-refundable by C40 Cities Climate Leadership Group.

9. Contact

All questions related to this RFP should be directed by email to Alessio Baù (abau@c40.org), and copy Naomi Baster (nbaster@c40.org) and Milag San-Jose Ballesteros (mballesteros@c40.org).

Appendix 1. Standard Service Provider Agreement

SERVICE PROVIDER AGREEMENT

This SERVICE PROVIDER AGREEMENT (this “Agreement”), is dated as of [] (the “Effective Date”), by and between C40 CITIES CLIMATE LEADERSHIP GROUP, INC., a Delaware non-profit corporation (“C40”), and [] having its principal place of business at [] (“Service Provider”).

WHEREAS, in furtherance of its charitable and educational mission, C40 desires to engage the services of Service Provider, and Service Provider desires to render such services to C40, in accordance with the terms and conditions set forth below.

NOW THEREFORE, in consideration of the covenants and agreements set forth in this Agreement, and for other consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. During the Term (as defined below), Service Provider will provide services and/or advice to C40 as set forth in one or more Statements of Work (the “Services”), which shall be signed by both parties in the form attached as Exhibit A. The parties may mutually agree from time to time on additional Statement(s) of Work providing for additional Services to be performed pursuant to this Agreement. In the event of any conflict between the terms of this Agreement and any Statement of Work, the terms of this Agreement shall control and govern.

2. Term. The term of this Agreement (“Term”) will commence on the Effective Date and will terminate 60 days following completion of the Services, unless extended by C40 in writing or earlier terminated in accordance with this Agreement.

3. Fees. Service Provider will invoice C40 for the Services for each of the payments due. Each invoice will be payable to Service Provider within thirty (30) days after its receipt by C40. Invoices will be addressed to C40 Cities Climate Leadership Group, Inc., 120 Park Avenue, Floor 23, New York, NY 10017 USA with attention to C40 Finance and be delivered via electronic mail to: finance@c40.org; *provided*, that if it is impracticable for Service Provider to deliver invoices via electronic mail, invoices may be mailed by post to the following address: C40 Cities Climate Leadership Group, Inc., 120 Park Avenue, Floor 23, New York, NY 10017 USA with attention to C40 Finance. [C40 will reimburse reasonable and necessary pre-approved out-of-pocket expenses incurred by the Service Provider in performing the Services. Service Provider will provide documentation supporting any expenses with the applicable invoice].¹

4. Independent Contractor. The Services will be performed by Service Provider as an independent contractor, and neither Service Provider nor any of its directors, officers, employees, volunteers, agents, or contractors (as applicable) (collectively, “Personnel”) will become, by virtue of this Agreement, an employee or agent of C40. Service Provider Personnel will have no right or authority to assume or to create any obligation or responsibility, express or implied, in the name or on behalf of C40. To the extent applicable, Service Provider will assume all responsibility for unemployment compensation, workers’ compensation, retirement plans, and other benefits, as well as all obligations to pay national, state, local and social security/insurance taxes on any amounts paid in connection with this Agreement. Service Provider acknowledges that C40 has no obligation to Service Provider or any of its Personnel in this regard, and Service Provider agrees to indemnify and hold harmless C40 with respect to any claims or liability regarding such benefits, taxes, and related matters.

5. Performance of Services. The Services will be performed by Service Provider or by Personnel under the control of Service Provider using best efforts. [Service Provider or its Personnel may be subject to background searches as may be required by C40]².

6. Confidentiality.

¹Include if C40 will reimburse expenses.

²Include if applicable (e.g., if SP will be working out of C40/Bloomberg office).

A. Confidential Information. During the course of performing the Services, each party may have access to confidential or proprietary information (in print, electronic, or other format) that is not otherwise known to the general public and that is owned by or licensed to a party or its affiliates (or third parties to whom a party owes a duty of confidentiality), which is marked confidential or should reasonably have been known to be confidential (“Confidential Information”). Each party agrees to: (i) keep the other party’s Confidential Information strictly confidential; (ii) use the other party’s Confidential Information solely for the purpose of fulfilling its obligations under this Agreement; (iii) disclose the other party’s Confidential Information only to its Personnel who have an absolute need to know such Confidential Information and who are informed of and agree to be bound by the confidentiality obligations set forth in this Agreement. A party will be liable for any breach of confidentiality obligations by any person or entity to which the party discloses the Confidential Information. Each party will use commercially reasonable efforts to assist the other party in identifying and preventing any unauthorized access to, use or disclosure of its Confidential Information and will immediately notify the other party in writing if it becomes aware of any unauthorized access to, use or disclosure of the other party’s Confidential Information.

B. Exclusions. Confidential Information does not include information to the extent, as shown by written evidence, that it: (i) is or becomes generally available to the public through no act or failure to act on the part of the receiving party or its Personnel; (ii) was rightfully within the receiving party’s possession, free of any confidentiality obligations, before being furnished by or on behalf of the disclosing party; (iii) becomes available to the receiving party on a non-confidential basis without breach of this Agreement; (iv) is information that the receiving party independently developed without breach of any obligation of confidentiality to the disclosing party; or (v) is released from confidential treatment by the disclosing party’s written consent.

C. Return of Confidential Information. If requested by the disclosing party upon expiration or termination of this Agreement or at any other time, the receiving party will return or destroy, and provide an officer’s certificate that it has returned or destroyed, all materials and documents (in any format) containing Confidential Information.

D. Injunctive Relief. Each receiving party agrees and acknowledges that a breach or threatened breach of its confidentiality obligations will cause irreparable injury and that, in addition to any other remedies that may be available at law, in equity or otherwise, the disclosing party will be entitled to seek injunctive relief against the receiving party’s threatened or continued breach of its confidentiality obligations.

7. Work Product.

A. Works Made for Hire; Assignment. C40 has specially ordered and commissioned all material that Service Provider creates under this Agreement (the “Work Product”) as “works made for hire” under United States copyright laws. Accordingly, subject to the limitations of Paragraphs (B) and (C) of this Section, C40 is the author of the Work Product for all purposes and will forever and exclusively own all worldwide right, title, and interest in the Work Product, including copyrights and all other proprietary rights. If the Work Product, or any part of the Work Product, is determined not to be a work made for hire, then, as of the Effective Date and without further consideration, Service Provider hereby irrevocably assigns to C40 all of its right, title, and interest in the Work Product, including copyrights and other proprietary rights together with all extensions of such copyrights, arising under the laws of the United States or of any other country or under any treaty, convention, or proclamation. Service Provider waives, to the extent they can be waived under any applicable law, all rights known as “moral rights” arising in the Work Product under any present or future law. Service Provider agrees to promptly execute and deliver to C40 any instruments of transfer or other documents C40 requests to confirm and enforce C40’s absolute ownership of any and all rights in the Work Product. Service Provider irrevocably appoints C40 as its true and lawful attorney-in-fact to execute and deliver any such instruments or documents if Service Provider fails or refuses to do so.

B. Pre-Existing Works. If Service Provider incorporates, in whole or in part, any portion of pre-existing works owned by Service Provider (“Pre-Existing Works”) into any Work Product, Service Provider will identify in writing the Pre-Existing Works. Service Provider hereby grants C40 a worldwide, irrevocable, fully-paid up, and royalty-free license (with the right to sublicense the right) to reproduce, distribute, create derivative works of, publicly display, and perform the Pre-Existing Works as part of the Work Product in any medium now known or later developed in furtherance of C40’s charitable and educational mission.

C. Third-Party Materials. If Service Provider wishes to incorporate any elements owned by third parties (“Third-Party Materials”) into any Work Product, Service Provider will obtain C40’s prior written consent and obtain in writing, on C40’s behalf, a worldwide, irrevocable, fully-paid up, and royalty-free license (with the right to sublicense the right) to reproduce, distribute, create derivative works of, publicly display, and perform the Third-Party Materials as part of the Work Product in any medium now known or later developed. Service Provider will provide C40 with a copy of all licenses to Third-Party Materials.

(D) Residual Knowledge; Other Engagements. The parties acknowledge and agree that this Agreement is not intended to restrict Service Provider from continuing to use any general ideas, concepts, know how, methodologies, processes, or techniques that Service Provider has acquired and developed as part of its expertise in consulting under this Agreement or to prevent Service Provider from pursuing other business engagements, provided that such use and engagements by Service Provider do not involve C40’s intellectual property or Confidential Information or the Work Product created under this Agreement.

8. [Trademarks. C40 hereby grants Service Provider permission to display C40’s trademarks, C40, C40 CITIES, the C40 logo, (“C40 Trademarks”) for the purposes of the Services. Service Provider may use the C40 Trademarks for other purposes only with C40’s prior written consent. For the avoidance of doubt, Service Provider will not refer to C40 in any Service Provider marketing, advertising, press releases or public statements without C40’s prior written consent. If any use of the C40 Trademarks by Service Provider is unacceptable to C40, C40 has the right to require modification by Service Provider and may at any time and upon notice, require Service Provider cease use of any C40 Trademarks.]³

9. Representations, Warranties and Covenants.

A. Service Provider represents, warrants and covenants that:

Service Provider has the full right and authority to enter into this Agreement, to grant all rights granted, and has the requisite expertise to perform all Services and will diligently and timely provide the Services in a professional and workmanlike manner in accordance with the highest industry standards;

by entering into this Agreement, Service Provider will not violate the terms of any pre-existing agreement that Service Provider may have with another party;

the Work Product will be original except to the extent any Pre-Existing Works or Third-Party Materials are incorporated in the Work Product;

the Work Product (and any Pre-Existing Works or Third-Party Materials incorporated in the Work Product) will not infringe the copyright, trademark, patent, or other proprietary or other right of any person or violate any law;

Service Provider will comply with all applicable local, city, state, federal and international laws, rules and regulations including, all environmental, safety and health and labor and employment (including those addressing discrimination, harassment and retaliation) laws, rules and regulations, and will remain in compliance during the Term;

Service Provider will comply with all applicable affirmative action laws and regulations;

Service Provider has established adequate safety standards and protocols for its Personnel and will cause Personnel to follow such standards and protocols;

Service Provider will instruct its Personnel in any safety standards and protocols promulgated by C40, or the management of a facility occupied by C40, and its Personnel will follow such standards and protocols;

³Include if C40 needs to give SP trademark license to perform Services.

Service Provider has appropriate safeguarding policies, protocols and practices in place to ensure that it does no harm to beneficiaries of its services and its staff. This means having policies in place which reflect the safeguarding practices of C40 (the latest can be found here: <https://www.c40.org/contact>); and

all Personnel are approved and authorized to work in the place they will be working under all applicable rules and regulations.

B. At any time, C40 may request Service Provider to present copies of Service Provider's programs, policies and/or documentation as to any training provided by Service Provider to its Personnel.

10. Indemnity; Insurance.

A. Indemnity. Service Provider will indemnify, protect, and hold harmless C40 and its affiliates, and their respective Personnel (collectively, "Indemnitees") against all liability, damages, judgments, costs, fines, penalties, interest and expenses (including reasonable legal and professional fees and similar disbursements incurred in any action or proceeding), to which the Indemnitees may be subject or suffer arising from, or in connection with: (i) a breach of this Agreement by Service Provider, (ii) a breach of any of Service Provider's representations, warranties, and covenants, (iii) the negligent or willful misconduct of Service Provider or its Personnel, in the performance of the Services, or (iv) any third-party claim resulting from or related to the Services, to the extent the liability or harm was not caused by C40.

B. Service Provider covenants to maintain a workers' compensation insurance policy (with employer's liability coverage), umbrella liability policy, professional liability policy, automobile liability policy, if applicable, and commercial general liability policy with coverage limits that would be maintained by a prudent party in Service Provider's industry performing work similar to the Services. [Service Provider will cause C40 (with the following address: 120 Park Avenue, Floor 23, New York, NY 10017 USA and Attn: C40 Legal) (and any other party that C40 may reasonably request) to be named as an additional insured under the commercial general liability policy and, upon C40's request, will provide C40 with certificates evidencing such policies. Each such policy will have a waiver of any right of subrogation against C40, and will obligate the insurer to provide and pay the costs of defense of the additional insureds on a primary basis without regard to any other potentially applicable insurance available to the additional insureds.]⁴

11. Non-Disparagement and Non-Disclosure. Service Provider recognizes and agrees that as a result of its engagement by C40, it is assuming a position of confidence and trust and as such will not in any way defame, disparage, libel or slander C40 and/or its respective directors, officers, owner(s), affiliates, associates and related entities, and will not, during the Term or thereafter, contact, respond to any request from, or in any way discuss C40 and/or its respective directors, officers, owner(s), affiliates, associates or related entities with any news provider or other media (print, television or otherwise). [Nothing in this provision is intended to affect the Service Provider's ability to give commentary in the academic context.]⁵

12. Limited Liability. C40's liability under this Agreement is limited to the fees earned by and payable to Service Provider pursuant to Section 3, and in no event will include consequential, special or indirect damages or claims for loss of profit or business. No individual director, officer, official, employee, volunteer, agent or affiliate of C40 will be personally liable under this Agreement, and no recourse can be held against any such party's assets by reason of a breach of this Agreement by C40 or otherwise.

13. Termination. C40 may terminate this Agreement upon 30 days' written notice to Service Provider. Following termination, C40's only obligation to Service Provider will be to pay Service Provider amounts due for Services satisfactorily rendered. Upon the termination, Service Provider will immediately deliver to C40 in understandable and organized form, all Work Product (including works-in-progress), and will, at no extra charge, be available to and cooperate with C40's designees in connection with the transition of the Services.

⁴ To be included only in the case of outsourcing services.

⁵ Only include if service provider is an academic or scientific institution.

14. Anti-Corruption Laws. Service Provider hereby acknowledges that it is familiar with the terms and provisions of the United States Foreign Corrupt Practices Act of 1977, as amended (the “FCPA”), the UK Bribery Act, (the "Bribery Act") and all applicable international and local country anti-bribery and anti-corruption laws, rules, decrees, orders and regulations (the FCPA, Bribery Act and such applicable international and local country laws, decrees and regulations are individually and collectively referred to as “Anti-Corruption Laws”) and the general and specific purposes of such Anti-Corruption Laws. The Service Provider further represents, on behalf of itself as well as its subsidiaries and affiliates, and their respective directors, officers, employees, and agents, that the Service Provider does and will comply in all respects with all applicable Anti-Corruption Laws.

15. Miscellaneous.

A. Subcontracting. Service Provider may subcontract or delegate its obligations under this Agreement only with C40’s prior written consent in each instance; if C40 approves any subcontractor, upon C40’s request, Service Provider will promptly provide to C40 all information that C40 reasonably requests concerning the subcontractor. Service Provider is primarily responsible for all acts and omissions of subcontractor and for ensuring subcontractors comply with this Agreement.

B. Prior Services; Survival. If Service Provider has provided any of the Services before the Effective Date, this Agreement would apply except as expressly stated otherwise. Any Sections that contemplate survival of termination or expiration of this Agreement will survive such termination or expiration, including the Sections “Representations, Warranties and Covenants,” “Trademarks,” “Limited Liability” and “Indemnity; Insurance”.

C. Notices. All notices under this Agreement must be in writing and be sent by electronic mail, by hand, by courier service, mailed by certified or registered mail (return receipt requested, postage prepaid) or by other method for which the sender has written proof of receipt to the address of a party below (or to another address as a party may designate by notice):

If to C40:

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, Floor 23
New York, NY 10017
USA
Attention: C40 Legal
Email: legal@C40.org

If to Service Provider:

[insert information]

D. Entire Agreement; Modifications. This Agreement: (i) contains the entire agreement of the parties and supersedes all other oral or written agreements regarding its subject matter; and (ii) may be modified only by a written amendment signed by both parties.

E. Waiver. Any waiver must be in writing and signed by a party. A waiver in one instance will not be considered a continuing waiver or a waiver in another instance, whether similar or different. No failure or delay in exercising any right, power, or privilege will operate as a waiver, nor will any single or partial exercise of right, power, or privileged preclude any other or further exercise.

F. Severability. If any provision of this Agreement is held to be unenforceable, the remaining provisions will continue in full force and effect and the invalid or unenforceable provision will be severed from this Agreement and replaced by a lawful and enforceable provision which, as far as possible, achieves the intent of the parties, provided that any modification or deletion of a provision should not significantly alter the benefits or burdens of either party under this Agreement.

G. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

H. Assignment. Service Provider may not assign this Agreement without C40's prior written consent and any purported assignment in violation of this provision will be null and void. C40 will have the right to assign this Agreement at any time on notice to Service Provider.

I. Headings; Including. The headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement. The term "including" is illustrative and means "including but not limited to."

J. Cumulative Remedies. The rights and remedies under this Agreement are cumulative and are not exclusive of any rights and remedies that may be available to any party under applicable law, in equity, or otherwise.

K. Governing Law; Governing Language; Venue. This Agreement is governed by and should be construed in accordance with the laws of New York applicable to agreements entered into and performed in New York. For all purposes, this English language version of this Agreement is the original, governing agreement and understanding of the parties; if any conflict arises between this English language version and any translation into another language, this English language version will govern and control. If the parties have any dispute under this Agreement, they will use good faith efforts to resolve the dispute through discussions of an executive officer from each party for a reasonable period. Any dispute arising under or related to this Agreement will be resolved exclusively in the applicable federal and state courts in the State and County of New York. Each party irrevocably submits to the exclusive jurisdiction of the foregoing courts and waives any objection to the venue of those courts based on an inconvenient forum or other reasons.

L. Counterparts; Signatures. This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one agreement. Signatures on this Agreement delivered by email, PDF, or facsimile will be considered valid and binding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement as of the Effective Date.

C40 CITIES CLIMATE LEADERSHIP GROUP INC.

By: _____

Name: Juliette Carter
Title: Director of Corporate Services

{service provider name}

By: _____

Name: {authorized signer name}
Title: {title of authorized signer}

STATEMENT OF WORK

This Statement of Work is made subject to the Service Provider Agreement dated {effective date} by and between C40 CITIES CLIMATE LEADERSHIP GROUP INC., a Delaware non-profit corporation ("C40"), and {service provider name} ("Service Provider").

1. Scope of Work

{a detailed explanation of services to be provided}

2. Term

{time frame of service with an end date}

3. Fees

{Service Provider's pay rate; examples include: X amount per hour, X amount per month, X amount for service provided}

4. Payment Schedule

{how the Service Provider would like to be paid; examples include: quarterly payments, one time payment, monthly payment *note: C40 does not pay more than once per month}

5. C40 Staff Point of Contact:

{name}

{email}

C40 CITIES CLIMATE LEADERSHIP GROUP INC.

By: _____
Name: Juliette Carter
Title: Director of Corporate Services
Date:

{service provider name}

By: _____
Name: {authorized signer name}
Title: {title of authorized signer}
Date:

